

**SECRET**

FILE C & M I

DD/S 69-3328

17 JUL 1969

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Employee Bulletins--Language Content

1. At the Executive Committee Meeting of 16 July 1969 the Director read several sentences from Employee Bulletin No. 210 dated 23 June 1969, "Change in Maryland State Income Tax Law." The Director pointed out his difficulty in understanding the content of the Bulletin and asked the DD/S to take the necessary action to clarify the content of future Employee Bulletins.

2. It is important that the substance of Employee Bulletins be expressed in clear, concise and simple language so that the contents can be readily understood. Please avoid long, rambling, qualified sentences that have highly technical meaning but have little public interpretation. It should be kept in mind that Employee Bulletins go to all employees of the Agency and therefore must be expressed in a manner readily understood by this variable audience.

3. I therefore charge your office and the Regulations Control Branch to assure with the sponsoring component that the language of any Bulletin meets the above requirements. If there is any issue, please refer to me for resolution.

SIGNED R. L. Bannerman

R. L. Bannerman  
Deputy Director  
for Support

DD/S:RLB:ksd (17 July 69)

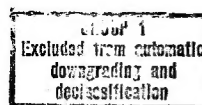
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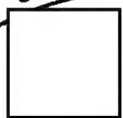
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2. It is important that the substance of Employee Bulletins be expressed in ~~language that is~~ clear, concise, ~~and~~ *and* simple, ~~and~~ *language* so that the contents can be ~~clearly~~ *readily* understood. Please avoid long, rambling, qualified sentences that have highly technical meaning but have little public interpretation. It should be kept in mind that Employee Bulletins go to all employees of the Agency and therefore must be expressed in a manner readily understood by this variable audience.

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